

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION INFORMATION

Please read the following guidelines in preparing application for degree granting authority:

1. Read the enclosed copy of 570 IAC 1-10.1-4 through 1-10.1-8. Make certain that the program(s) meet specific criteria for the degree level(s) for which you are seeking approval.
2. Submit one (1) application for each program.
3. Beginning September 1, 2005, we are requesting that degree application materials be submitted by “electronic mail” [E-mail] if you have the capability to do so. If not, please mail the application and supportive documentation to the commission office. For supportive documentation, please submit **ONLY** a copy of the transcript for the last degree earned and/or copies of work experience, with dates, from previous employees *when applicable*.
4. Submit the application(s) at least sixty (60) days prior to the next quarterly Commission Meeting. The Commission Meetings are usually scheduled for the months of March, June, September, and December.
5. An application fee of \$100 is charged for *each* application submitted as a NEW degree program. A \$100 application fee is charged for each RENEWAL application. Please submit a check in the appropriate amount made out to the ‘State of Indiana’.

****The most important item to remember is that if you have any questions pertaining to the degree requirements and/or application form, please call Rebecca Carter, Director of Regulatory Compliance, at (317) 232-1328.**